

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FINGERPRINT TECHNICIAN SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise fingerprint technicians, coordinating and directing their activities in fingerprint identification and verification.

There is one classification in this job.

Position Code Title – Fingerprint Technician Supervisor

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This is the first-line supervisor. The employee, under general supervision, works within general methods and procedures, and exercises considerable independent judgment in selecting the proper course of action. The work requires thorough knowledge of the policies, procedures, and regulations of the fingerprint identification and classification program and knowledge of supervisory techniques and personnel policies and procedures.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. All duties should be able to be performed with or without reasonable accommodations.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

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Determines fingerprint service needs of the work area and coordinates fingerprint activities with detectives, law enforcement agencies, court personnel, and other departments, etc.

Exercises control over fingerprint functions, including classification, identification, record keeping, and filing activities.

Provides technical assistance to subordinate employees, detectives, law enforcement agencies, court personnel, and other departments, etc., on fingerprint matters.

Oversees the inventory, use, and maintenance of equipment and supplies used in technical fingerprint activities.

Makes decisions on fingerprint classification, identification, and verification of special, confidential, or difficult fingerprint cases.

Exercises control over the release of fingerprint information and records to detectives, law enforcement agencies, and courts, etc.

Provides instruction to subordinate employees on court procedures and testimony when fingerprints are subpoenaed for court use.

Appears in court to testify on fingerprint identification.

Participates in conferences and seminars dealing with fingerprint issues and topics.

Conducts and/or attends meetings related to fingerprint activities.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of fingerprint principles, practices, methods, and techniques.

Thorough knowledge of the systems of fingerprint classification, identification, record keeping, and filing.

Thorough knowledge of fingerprint terminology as applied to the fingerprint service.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

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Ability to apply knowledge of fingerprint activities and techniques.

Ability to accurately classify fingerprints.

Ability to record fingerprint information.

Ability to file and/or retrieve fingerprint cards.

Ability to compile technical data.

Ability to compare fingerprints to master indices to verify identical sets of prints.

Ability to determine the quality of fingerprints.

Ability to testify in court on fingerprint identification matters.

Ability to take fingerprints of individuals as necessary.

Ability to determine and maintain equipment and supply needs of the work area.

Ability to provide technical assistance to others on fingerprint matters.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Some jobs may require an employee to appear in court to testify on fingerprint identification.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Four years of fingerprint technician experience, including either two years of experience equivalent in responsibility to a Fingerprint Technician E9.

OR

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One year of experience equivalent in responsibility to a Fingerprint Technician 10.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

| <u>Job Code</u> | <u>Job Code Description</u> |
|------------------------|------------------------------------|
| FNGTCHSPV | Fingerprint Technician Supervisor |

| <u>Position Title</u> | <u>Position Code</u> | <u>Pay Schedule</u> |
|-------------------------------------|-----------------------------|----------------------------|
| Fingerprint Technician Supervisor-1 | FNGRSPV1 | NERE-040P |

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